

Bloomfield College



How to Get Your Form I-20 *Certificate of Eligibility for F-1 student status* - FOR ALC PROGRAM STUDENTS -

The information on the following pages explains how to obtain your Bloomfield College Form I-20. Please read carefully.



Bloomfield College
American Language Center
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NOW THAT YOU ARE PLANNING TO BE A STUDENT IN THE U.S....THERE ARE THREE THINGS YOU SHOULD NOT DO!

❶DO NOT ENTER THE U.S. WITH A B-1 or B-2 VISA

Since you have already contacted Bloomfield College in regard to becoming a student, entering the U.S. on a B-1 or B-2 visa would be considered “*fraudulent entry*”. Pursuing a full-time course of study in the U.S. as a B visitor is prohibited by federal regulations and would put you in violation of status. Do not listen to people who say it is easy to enter the country as a visitor and change your status to F-1 student status.

IF YOUR STUDY PLANS ARE NOT CERTAIN AND YOU WANT TO ENTER THE U.S. TO VISIT SCHOOLS, you must explain this on your visa application and ask the visa officer for a B-2 visa with the words “Prospective student” noted on it or have the words added to your B visa if you already have one.

❷DO NOT ENTER THE U.S. WITHOUT A VISA

If you are from a country that participates in the visa waiver program, which permits you to enter the U.S with only a round-trip ticket, do not do this. If you enter without a visa, you will be permitted to stay for only 90 days. You will not be eligible for an extension of stay or allowed to change to student status. You will be required to return home and reenter the U.S. under the appropriate non-immigrant classification. Students that are eligible for the visa waiver program are required to submit the I-20 application and financial evidence to Bloomfield College. Entrance into the United States is permitted with an I-20 and a valid passport.

❸STUDENTS WHO HAVE ENTERED THE U.S. ON OTHER NON-IMMIGRANT STATUSES (for example: F-2, J-1, H-4, and other dependents) must make an appointment with the International Student Advisor to discuss their legal status. Your International Student Advisor will inform you if you are eligible for a change to F-1 status.

WHAT IS A FORM I-20 AND WHY DO YOU NEED ONE?

The form I-20 is a U.S. government document issued for the purpose of obtaining an F-1 visa to enter the U.S. under the F-1 status. It certifies that you are a “bona fide” student; have met all of our admissions requirements; will pursue a full course of study at Bloomfield College; and have proven that you have sufficient funds to study and live in the U.S. without working unlawfully.

DOES EVERYBODY NEED AN I-20?

No, not all foreign students need to obtain a form I-20 in order to study at Bloomfield College. Only individuals wishing to enroll under the F-1 status need to apply for a form I-20. If you are maintaining another nonimmigrant status in the United States (except B-1/B-2 or F-2), you do not need an I-20 and may attend school full-time or part-time. Individuals who wish to pursue a course of studies in the U.S. must first obtain a form I-20 and apply to U.S. Citizenship & Immigration Services for a change of status to F-1. Dependent children in E,F, H, I, J, L, M, N, O, P, R or S status need to change status upon reaching their 21st birthday or if they marry. If you have no legal status you may attend school, but you are not eligible to change your status and do not need an I-20. Any change of status questions should be addressed to the International Student Advisor.

ELIGIBILITY REQUIREMENTS

- 1) **YOU MUST BE ACCEPTED TO BLOOMFIELD COLLEGE IN A COURSE OF STUDY AS A FULL-TIME STUDENT.**
- 2) **YOU MUST PROVIDE DOCUMENTATION PROVIDING THAT YOU HAVE THE FINANCIAL ABILITY TO SUPPORT YOUR LIVING AND STUDYING EXPENSES.**
 - **Do not expect to work in the U.S. to help meet your annual costs!**
 - **Expect annual increases in tuition and living costs of approximately 10%.**
 - **Our financial requirements are not negotiable.** They represent a modest, average budget that does not include luxuries of any kind. We strongly recommend that you budget at least 10% more if possible. Too little money causes hardship and distress. We insist that students and their families look closely at the costs of living and studying in the U.S. and make careful plans to be sure your financial needs will be met.
- 3) **YOU MUST COMPLETE THE I-20 APPLICATION AND RETURN IT TO OUR OFFICE BY FAX OR MAIL WITH THE REQUIRED FINANCIAL DOCUMENTATION.** We reserve the right to ask students to submit additional evidence of their financial capability. The U.S. government requires that we be absolutely sure that you will have enough financial support to cover the full costs of your stay in the U.S.

SOURCES OF FINANCIAL SUPPORT

YOUR FINANCIAL SUPPORT CAN COME FROM ANY COMBINATION OF THE FOLLOWING SOURCES IN THE U.S. OR ABROAD.

① **FUNDS FROM “SPONSORS”** (parents, relatives, friends, organizations). You may have as many sponsors as you need. Sponsors may provide you with support in the form of cash support and/or room and board. Free room and board is when you live with someone and are not asked to pay rent or provide services.

② **PERSONAL FUNDS** that come from your own income and resources, not those of your relatives. Unless you have enough cash to support yourself for your entire program of study or can prove other sources of personal income, you will need a sponsor with an income sufficient to support you.

③ **FUNDS FROM THIS SCHOOL** such as a scholarship. Not all college support covers the entire program of study and living expenses, so you may need additional support to meet your minimum annual costs.

→ WARNING #1

It is highly recommended that **at least part of your financial support come from your home country.** This is important for obtaining your student visa because it shows that you have compelling ties to your home country.

→WARNING #2

A sponsor should promise only as much money as he or she is **able** to give you. Some sponsors believe that the more money they promise to give the easier it will be for you to get your I-20. TO GREATLY INCREASE YOUR CHANCES FOR APPROVAL BY THE U. S. EMBASSY, IT IS IMPERATIVE YOU REMOVE ANY DOUBT THAT THE SPONSOR IS UNABLE TO AFFORD THE AMOUNT THEY HAVE PROMISED. A sponsor should promise only what he or she intends to give and only as much as can be afforded.

I-20 REQUIREMENTS FOR FINANCIAL EVIDENCE

ALL DOCUMENTS SUBMITTED MUST BE:

- ❶ **Less than three months old**
- ❷ **In English** - *It is the student's responsibility to submit a legitimate English translation.*
- ❸ **Photocopies or faxes, not originals** - You will need the original documents for your appointment at the U.S. Embassy once we send you your form I-20.
- ❹ **Affidavits of Supports must be notarized**, that is, signed by the sponsor in the presence of a notary public, the notary public must sign, and the official seal of the notary public must be on the affidavit. There are notaries at all U.S. Embassies and Consulates. There are notaries in all countries, though the names for them may be different. There are officials licensed by the national or regional government to take sworn statements for courts of law or to witness contracts and property deeds. In the U.S., most neighborhood pharmacists, lawyers and accountants are notaries.

FINANCIAL EVIDENCE REQUIRED:

SPONSOR(S) OF CASH SUPPORT:

❶ **NOTARIZED AFFIDAVIT OF ANNUAL CASH SUPPORT**

All questions must be answered. For your convenience, the Affidavit of Support is included in this handout. This form may be photocopied for each sponsor.

❷ **BANK STATEMENT or PROOF OF INCOME FROM YOUR SPONSOR**

BANK STATEMENT in the name of the sponsor *only*, or a **LETTER FROM YOUR SPONSOR'S BANK**, which states the following:

- The sponsor's **name**
- The **bank's name** and contact information
- The **date** the bank statement was issued
- **Total balance for the checking and/or savings account**
- The bank statement must **indicate which currency is being used**

PROOF OF INCOME. (Submit any of the following items)

- A letter from your sponsor's employer on business stationery which states your sponsor's name, job title, and annual salary. In some countries this is called a "Certificate of Employment."
- Income tax returns
- Recent pay stubs
- *If self-employed:* Income estimate by a bank or private accountant.

→Warning #3

The income of a company is not the income of the owner of the business and will not be accepted as proof of income. You must provide an official statement of the salary paid to the owner/sponsor.

→WARNING #4

If a bank statement is in the name of more than one person, each individual must submit an Affidavit of Support.

SPONSOR(S) OF FREE ROOM AND BOARD:

NOTARIZED AFFIDAVIT OF FREE ROOM & BOARD

For your convenience, the Affidavit of Support for Free Room & Board is included in this handout. This form may be photocopied for each sponsor.

PERSONAL FUNDS:

BANK STATEMENT IN YOUR NAME OR A LETTER FROM YOUR BANK, which states the following:

- Your **name**
- The **bank's name** and contact information
- The **date** the bank statement was issued
- **Total balance for the checking and/or savings account**
- The bank statement must **indicate which currency is being used**

→WARNING #5

If you intend to support yourself you must prove that you have sufficient funds to cover your educational and living expenses in a personal bank account. For specific financial amounts, please review the *Estimated Financial Costs Chart* on page 6.

SCHOOL FUNDS:

COPY OF YOUR AWARD LETTER OR CONTRACT stating exactly what you will be receiving and for how long.

IMPORTANT NOTE: This information is subject to change without notice. Your International Student Advisor will make every attempt to notify you of any such changes. As always, you can contact our office to discuss any questions or concerns related to your legal status in the United States.

Estimated FINANCIAL COSTS FOR ALC STUDENTS
Per Academic Year

The average living and miscellaneous costs are estimated below. This is a modest, “no extras” budget. It does not include such items as telephone calls or travel to and from your country. It is highly recommended that you bring at least 10% more.

Sessions	Tuition & Fees	Housing	Miscellaneous Expenses	TOTAL
Fall Session I	\$1,900	\$2,500	\$500	\$4,900
Fall Session II	\$1,900	\$2,500	\$500	\$4,900
Spring Session I	\$1,900	\$2,500	\$500	\$4,900
Spring Session II	\$1,900	\$2,500	\$500	\$4,900
Summer Session I	\$1,700	\$2,300	\$400	\$4,400
Summer Session II	\$1,700	\$2,300	\$400	\$4,400

Dependent Costs: *If you are going to be accompanied by a spouse or child, you must show additional evidence of financial capability to cover their annual expenses in the following amount: \$5,000 annually for your spouse; \$3,000 for each child. The amount indicated for a dependent child does not include the cost of day care.*

YOUR Estimated FINANCIAL COSTS

TUITION AND FEES: \$ _____

LIVING EXPENSES: \$ _____

MISCELLANEOUS EXPENSES: \$ _____

DEPENDENT COSTS: (If Any) \$ _____

SUBTRACT SCHOLARSHIP - \$ _____

TOTAL: \$ _____

**Enter this amount on your application for your Form I-20 and on the Affidavit of Support.*

Application for a Form I-20

Certificate of Eligibility for F-1 Student Status

Bloomfield College
American Language Center
467 Franklin Street • Bloomfield, NJ 07003
Phone: 973-748-9000, ext. 438 • Fax: 973-748-3795

Instructions: Please complete the I-20 application and return it by fax or mail. Be sure to include a copy of your passport and the required financial evidence. If you have dependents, you must submit a copy of their passports (photo page only).

Part I: Personal Information. (As it reads in your passport)

First Name _____ Last Name /Family Name _____

Country of Birth _____ Country of Citizenship _____

Date of Birth _____ / _____ / _____ Male Female Unmarried Married
Month Day Year

Home Telephone Number () _____ Cell Phone Number () _____

Email _____

FOREIGN ADDRESS:

Street Address: _____ City: _____

Country: _____ Postal Code: _____

Do you need campus housing? ___ Yes ___ No

US ADDRESS: (If you have a sponsor providing you with free room and board, please list their address below)

Street Address: _____ City: _____

State: _____ Postal Code: _____

DEPENDENTS: Please complete the following information about your spouse and/or children who will come with you:

(Last Name, First Name) Date of Birth Country of Birth Country of Citizenship Relationship to you

(Last Name, First Name) Date of Birth Country of Birth Country of Citizenship Relationship to you

(Last Name, First Name) Date of Birth Country of Birth Country of Citizenship Relationship to you

Part II: If you are in the United States now, complete this section. If not, go on to Part III.

WHAT IS YOUR IMMIGRATION STATUS?

- F-1 STATUS:** Circle one of the following that indicates what your I-20 is for: Transferring/changing U.S. schools; Changing educational level/program at Bloomfield College; Reinstatement to F-1 Status

What is your SEVIS ID Number? _____

- ANOTHER STATUS:** Which one? _____ (please contact us for advisement information)

Part III: How do you plan to get your I-20?

Please indicate if you would like your form I-20 to be mailed to you or held for pick-up in our office.

Mail -Your Form I-20 will be sent by mail to the name and address you indicate in the address box below.

PLEASE PRINT YOUR NAME AND ADDRESS IN ENGLISH BELOW.

Name _____

Number/Street _____ City _____

State/Province _____ Country _____ Zip Code _____

Hold for Pick-Up by: _____
Name Phone Email

Part IV: Statement of Financial Support

Do not complete this part unless you have carefully read all instructions!

How will you support yourself for every session of study? Please check off your means of support below:

Personal Funds Amount _____

Funds from Bloomfield College (Scholarship)
Scholarship Type _____ Amount _____

Cash funds from a sponsor to be given to me every year.
Sponsor's name _____ Amount _____

Cash funds from a second sponsor to be given to me every year
Sponsor's name _____ Amount _____

Cash funds from a third sponsor to be given to me every year
Sponsor's name _____ Amount _____

Free Room and Board from a local sponsor with whom I will live.
Sponsor's Name _____ Amount _____

Total amount available to me to study: Amount _____

(This amount must be the same or more than your Estimated Financial Costs— see page 6.)

The following documents are enclosed to prove my financial responsibility:

My Personal Documents:

Bank Statement or Letter from the Bank.

Sponsor's Documents:

Notarized Affidavit of Support **and** Proof of Income **or** Bank Statement

Free Room and Board Sponsor's Documents:

Notarized Affidavit of Support

Funds from this school:

Scholarship Award Letter

INFORMATION FOR YOUR SPONSOR - PROOF OF FINANCIAL CAPABILITY

Please give pages 9-11 to your sponsor(s).

WHAT DOES THIS AFFIDAVIT MEAN?

By completing this affidavit, you are swearing to the U.S. government that you will provide this student with a specific amount of money from your own financial resources for every session he or she is going to study at Bloomfield College and live in the U.S. You are proving that you can afford the support you are promising with the documents you have attached.

Before signing it, you must understand that you are making a financial commitment to the student that should not be broken. Sponsors who fail to provide the promised support force students to drop out of school and cause undo hardship. Do not expect that the student will be able to help support the costs through employment. Employment is strictly controlled by Immigration Services and is very limited.

INSTRUCTIONS FOR SUBMITTING AN AFFIDAVIT OF SUPPORT

& FINANCIAL EVIDENCE:

Please fill out the Affidavit of Support in English. Promise only the amount listed on the *Estimated Financial Costs* listed on page 6. The sponsor's Affidavit of Support must be notarized, that is, signed by the sponsor in the presence of a notary public. The notary public must sign and place his/her seal on the affidavit. There are notaries in all countries, although you may know them by a different name. These are officials licensed by the national or regional government to take sworn statements for courts of law or to witness contracts and property deeds. You will also find notaries in all U.S. Embassies and Consulates. In the U.S., most neighborhood pharmacists, lawyers, banks, and accountants are notaries.

Sponsors are also asked to submit a **bank statement or proof of income** to prove that they are financially capable of supporting the student's educational and living costs for the duration of the program.

BANK STATEMENT in your name *only*, or a LETTER FROM YOUR BANK, which states the following:

- Your **name**, the **bank's name** and contact information
- The **date** the bank statement was issued
- **Total balance for the checking and/or savings account**
- The bank statement must **indicate which currency is being used**

OR

PROOF OF INCOME (Submit any of the following items)

- A letter from your employer on business stationery which states your name, job title, and annual salary. In some countries this is called a "Certificate of Employment."
- Income tax returns
- Recent pay stubs

Please refer to pages 2-6 for more detailed instructions regarding the required financial documents that must be submitted.

The student will keep the original financial evidence and the affidavit of support for the interview at the US Embassy or Consulate. **The copies must be mailed or faxed to Bloomfield College.**

The Affidavits of Support (pages 10 & 11) should only be submitted if they pertain to you. ***Students who are fully supporting themselves through personal funds do not need to submit an Affidavit of Support.***

For your convenience, the I-20 Application Form can also be accessed from the Bloomfield College website at <http://alc.bloomfield.edu>

AFFIDAVIT OF SUPPORT
This is my Sworn Promise of Cash Support

I, _____, promise that I can and will give no less than
Sponsor's name

U.S. \$ _____ in cash for _____ 's program of
See Estimated Annual Financial Costs, page 6 *Full name of student*

study in the American Language Center at Bloomfield College.

My relationship to the student is _____.
Mother, father, spouse, brother, sister, aunt, uncle, cousin, friend

My address is _____

Phone _____ E-mail _____

The following persons are fully or partially dependent upon me for their support. (Do not include the student whose name is listed above).

_____	_____	_____
Name	Relationship to me	Age
_____	_____	_____
Name	Relationship to me	Age
_____	_____	_____
Name	Relationship to me	Age
_____	_____	_____
Name	Relationship to me	Age

Name of my Employer _____

Annual Salary _____(USD) Other Income _____(USD)

My bank statement or proof of income is attached: Yes No

I swear that the information I have provided above is true and correct.

Print Name *Signature*

Sworn and subscribed before me this day: _____

Date

Signature of Notary Public, Official Witness, Government or Bank Official

AFFIDAVIT OF SUPPORT
This is my Sworn Promise of Free Room and Board

I, _____, promise that for each session of his or her program
Sponsor's name

of study at Bloomfield College, _____ will **live free of any charge**
Full name of student

with me in my home at:

Number, Street *City, State, Zip Code*

I will not require any type of service to be performed in exchange for this benefit.

Phone #: _____ E-mail: _____

I own this property I rent this property

If currently in the U.S., does the student live with you? Yes No

My relationship to the student is _____.
Mother, father, spouse, brother, sister, aunt, uncle, cousin, friend

I swear that the information I have provided above is true and correct.

Print name _____
Signature

Sworn and subscribed before me this day: _____

Signature of Notary Public, Official Witness, Government or Bank Official

